Digital Evidence
Post-Hearing Task List

The following actions should be completed after a hearing was held and the exhibits are in the digital evidence portal.

1. **Update the Bundle to Include the Hearing Date**

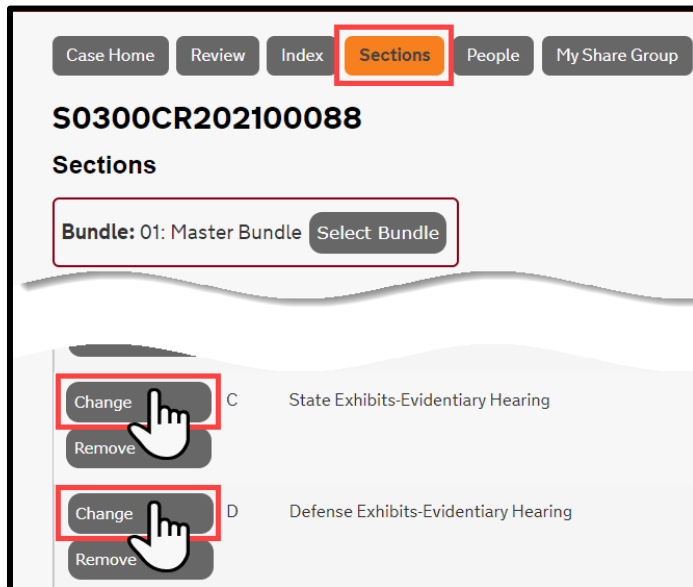   a. Select **Bundles tab** > Select the **Update button** Associated to the specific Bundle

   i. **Add the Hearing Date** to the Name > Select **Save**

2. Update the Sections to Include the Hearing Date

    a. Select **Sections tab >** Select the **Change button** Associated to Each Section within the Bundle
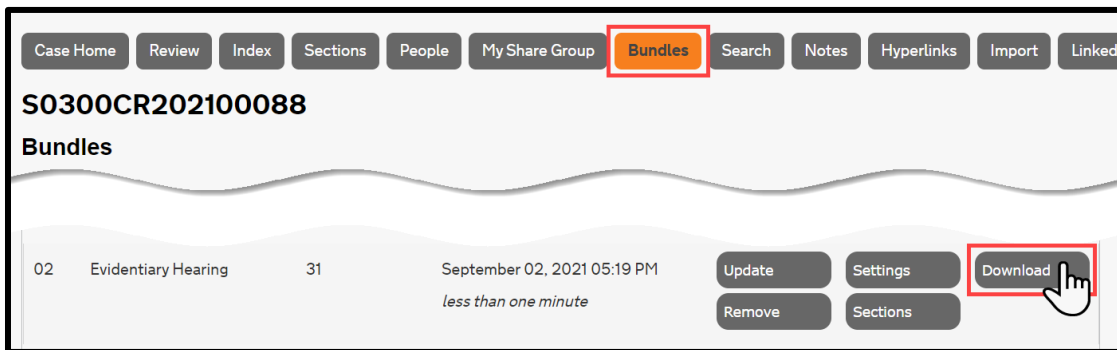   *Note: the Change button is only visible when the Master Bundle has been selected*

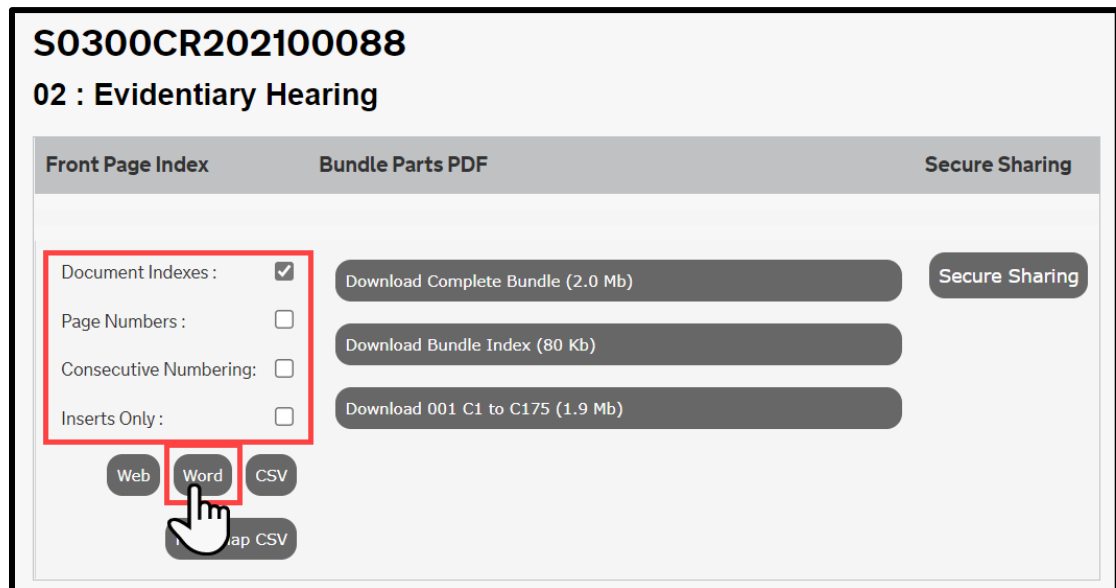   i. **Add the Hearing Date** to the Section Title **>** Select **Save**

    ii. **Repeat this step** until all sections within the bundle have been updated

3. **Download Exhibit List**

   a. Select **Bundles tab** > Select the **Download button** Associated to the specific Bundle

   i. Select the **Word button** to Download the Exhibit List

   A. It is currently recommended to download the word version

   B. **Document indexes**: Exhibit Numbers (Bundle/Section Letters/Numbers) – *it is recommended to* keep the check mark *in this box*

   C. ***Page Numbers:*** *it is recommended to* **remove the check mark** *from this box*

   D. ***Consecutive Numbering:*** *it is recommended to* **remove the check mark** *from this box*

4. **Copy the Link from Review Evidence mode**

    a. Select the **Review tab** > *a new window/tab will open*
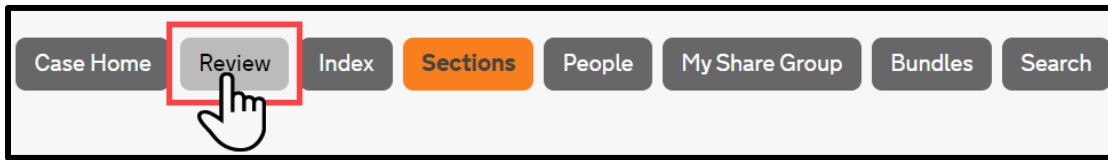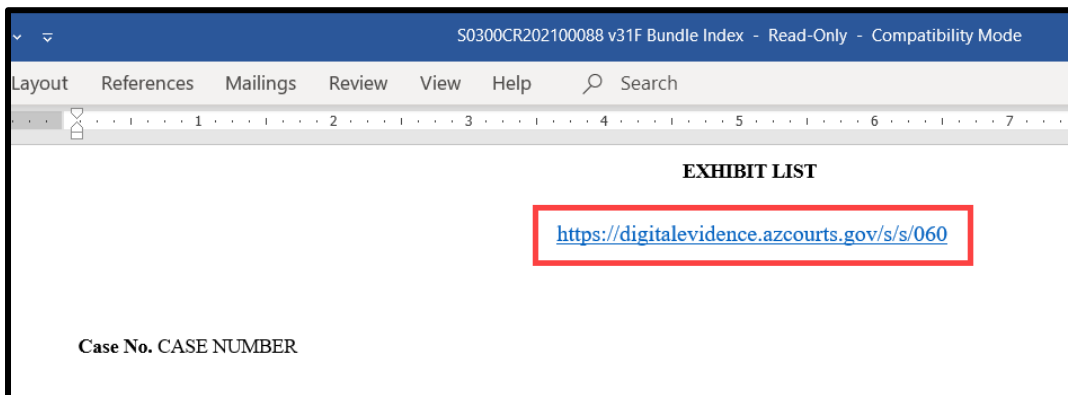

    i. Select the **View tab** > Select **Copy Link** > *Link will be Saved to Clipboard*
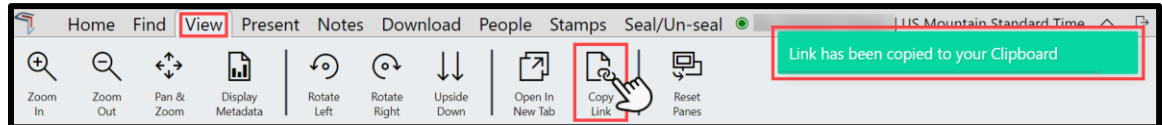
    ii. *The link will be pasted into the Exhibit List Coversheet, in next step (step 5)*

5. **Update the Exhibit List**

    a. **Paste the link** *(saved to the clipboard in step 4)* into the Exhibit List Coversheet


    b. **The Exhibit List Tables may be modified**, to remove or add information in accordance with local policy *(e.g., add a column to document the return/removal of exhibits)*
    Note: *The date column reflects the date that the exhibit was uploaded into the portal*

6. **Upload the Exhibit List** into the CMS

**7. Remove the Exhibits that were not Stamped** *(in accordance with local policy)*

a. Select **Sections tab** > Select Master Bundle > Select the **Update All Documents buttons**
Note: It is necessary to work from the Mater Bundle since the ability to add/remove documents permission was removed from the specific bundle prior to the hearing
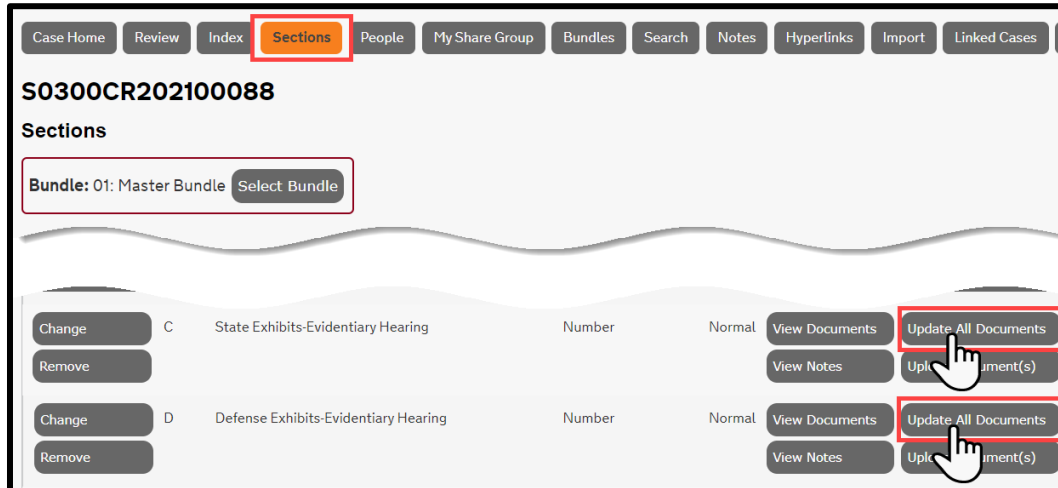
i. Select **Remove** for Each Exhibit that should NOT remain in the portal *(e.g., not stamped)*
Note: Refer to the downloaded exhibit list
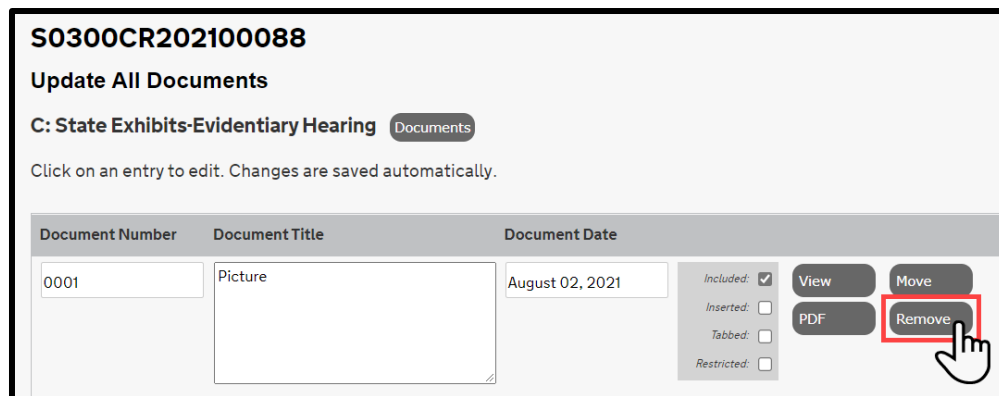
A. The Digital Evidence portal **will NOT allow stamped documents to be removed**, and a pop-up message will appear
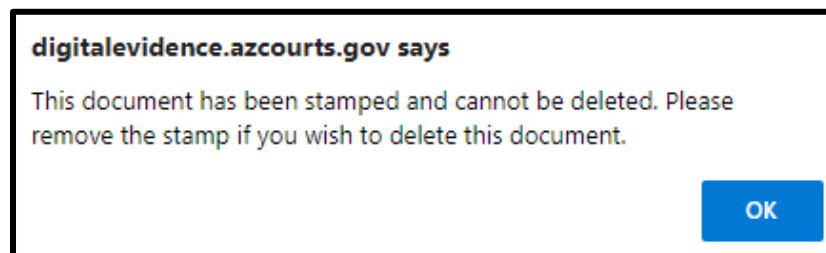
ii. **Repeat this step** until all unstamped exhibits have been removed

8. **Prepare the Case in the Digital Evidence portal for the Next Hearing** *(If Applicable)*

   a. **Add the Next Hearing**

      i. Select **Case Home tab** > Select **Add Hearing**

   A. **Add specific hearing information**

b. **Update the Exhibit List Coversheet**

i. Select **Case Home tab** > Select **Change Case Details** > **Update the Hearing type** and modify any other information on the Front Page, as needed > Select **Save**
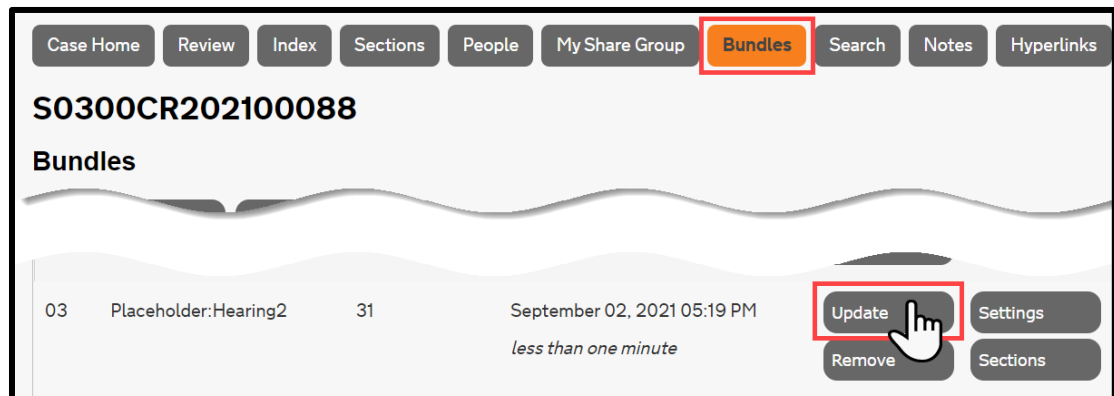*Note: Changes are NOT automatically saved*

c. **Update the next placeholder Bundle Name**

    i. Select **Bundles tab** > Select the **Update button** Associated to the next placeholder Bundle

    A. Update Bundle Name with the **hearing type** > Select **Save**

d. **Update the appropriate placeholder Section Titles**

    i. Select **Sections tab** > Select the **Change button** Associated to Each Section within the Bundle
Note: the Change button is only visible when the Master Bundle has been selected

A. Update Section Title with the **hearing type** > Select **Save**

ii. **Repeat this step** until all sections within the bundle have been updated

e. **Provide Access to the New Bundle and Remove Access to the Prior Bundle**

i. Select **People tab**

ii. For each person invited into the case, in the Bundle Access column, **select the box associated to the new bundle**, to provide each person with access to the new hearing bundle
Note: Auto invited participants will have automatic access to all hearing bundles

iii. In accordance with local policy, for each person invited into the case, in the Bundle Access column, **select the box associated to the prior hearing bundle,** to **r**emove each person's access to the prior hearing bundle
Note: Access for Court/Clerk Users should NOT be removed

iv. **Repeat this step** until access is appropriately provided/removed for each person invited into the case

9. **Remove Case Access** *(in accordance with local policy)*

    a.   Select **People tab** **>** Select **Remove Case Access**
           Note: only use this option for people that should no longer have access to the case

    i.   **Repeat this step** until all appropriate people have had their access removed

Post-Hearing Quick Checklist

☐ **1. Add Hearing Date to Bundle**

☐ **2. Add Hearing Date to Sections**

☐ **3. Download Exhibit List**

    ☐ **a.** Copy Link from Digital Evidence portal

    ☐ **b.** Update Exhibit List

    ☐ **c.** Upload Exhibit List into CMS

☐ **4. Remove Exhibits that were NOT Stamped** *(follow local policy)*

☐ **5. Add new hearing (if applicable)**

    ☐ **a.** Update Front Page

    ☐ **b.** Update next placeholder Bundle name

    ☐ **c.** Update appropriate Sections name

    ☐ **d.** Provide access to new hearing bundle

☐ **6. Remove case access** *(follow local policy)*